

## FREQUENTLY ASKED QUESTION # 14

### Supervisory Responsibilities for Handling Claims for Compensation



#### TYPES OF COMPENSATION:

Employees are eligible for a number of compensation options after a traumatic injury or occupational disease claim is accepted, including:

- Temporary Disability Compensation.
- Permanent Disability Compensation.
  - Partial Disability – loss of wage earning capacity
  - Total Disability – loss of *all* wage earning capacity
- Schedule Awards for permanent loss of body part or function.

If the employee dies as a result of a work-related injury or occupational disease, his or her family may be entitled to:

- Survivor Death Benefits.

#### Temporary Disability Compensation

- *Traumatic Injury Claims:* Immediately following a traumatic injury, an employee may be eligible for 45 days of continuation of pay (COP) at his current pay rate. If the employee's disability extends beyond those 45 days, he may request disability compensation through the Department of Labor (DOL). Compensation is requested through the Claim for Compensation (CA-7) form. If intermittent leave is required due to medical appointments and/or part-time hours, a Time Analysis Form (CA-7a) is also required. Temporary disability compensation can also be requested for other wage loss – i.e. loss of night differential, premium pay, or reassignment to another position.
- *Occupational Disease Claims:* Employees filing occupational disease claims are ineligible for COP. Compensation is requested through the CA-7 form. If intermittent leave is required due to medical appointments and/or part-time hours, a Time Analysis Form (CA-7a) is also required.

#### Permanent Partial Disability Compensation

An employee who has returned to work in a position that results in a permanent loss of wages due to his or her disability may apply for compensation for the wage loss. In addition to requesting compensation through the CA-7 form completed by the employee and supervisor, documentation of the wage loss must also be supported through documentation of the official personnel action and through submitted medical evidence.

#### Permanent Disability Compensation

When the DOL determines that an individual's disability is long-term or permanent, he or she will be placed on the DOL's "periodic roll." *This will eliminate the requirement that the CA-7 be submitted to the supervisor. Compensation payments will be automatically processed and distributed to the injured employee.*

#### Schedule Awards

Employees are not required to submit schedule award compensation claims through their supervisor. *The only obligation a supervisor may have is to verify salary, if necessary.*

#### Survivor Death Benefits

If an employee dies as a result of an alleged work-related injury or illness, you will be required to complete an Official Superior's Report of Employee's Death, (CA-6.) This form can be accessed by going to the Department of Labor's website at <http://www.dol.gov/esa/regs/compliance/owcp/forms.htm>. Please notify the ARC Workers' Compensation Specialist immediately so the appropriate forms (CA-5 or CA-5b) can be forwarded to the employee's survivors.

### **SUPERVISOR INSTRUCTIONS FOR COMPENSATION CLAIMS:**

1. Complete the supervisory sections of the CA-7 and the CA-7a as requested by the employee. These forms provide specific guidance to supervisors.
2. Claims for Compensation presented to supervisors must be submitted to the DOL **within five (5) working days**. Fax the signed forms to the ARC WC Specialist as soon as possible to ensure this deadline is met.

### **KEY POINTS:**

- There is a three-day waiting period (for which compensation will not be paid) applied to the direct salary compensation process, unless the total period for which compensation is requested exceeds 14 calendar days.
- CA-7's must be submitted bi-weekly until otherwise notified by DOL.
- Every period (day or hour) for which compensation is requested must be documented with medical evidence justifying the need for the absence.
- Supervisors cannot deny requests for compensation for accepted claims. The DOL has final authority regarding eligibility for payment.

**Questions? Contact the ARC WC Specialist at (304) 480-8229  
or email questions to [WorkersComp@bpd.treas.gov](mailto:WorkersComp@bpd.treas.gov)**